

CONFIDENTIALPROCEDURE FOR ESTABLISHING AND
MAINTAINING SUSPENDED LEAVE ACCOUNTSREFERENCE: OGC Decision dated 10 December 1953, Subject: Annual
Leave - Staff Agents

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1. GENERAL

Pursuant to the provisions of the referenced decision of the Office of General Counsel it has been decided that when the conditions of an individual's cover employment preclude his use of sufficient annual leave to escape the forfeiture provisions of law and regulations, the Assistant Director for Personnel may authorize the credit of his unused leave to a suspended leave account pending the individual's return to a status in which the leave may be used.

2. PROCEDURE

- a. When a suspended leave account is authorized by the Assistant Director for Personnel, the amount of the suspended leave shall be noted on the individual's leave record. In the event the Assistant Director for Personnel directs that the suspended leave shall be used within a specified period of time, the notation on the individual's leave record shall so indicate; if no such time limitation is established, the suspended leave shall be forfeited at the end of ten (10) years following the date the individual returns to a status in which the leave may be used.
- b. Additions to an established suspended leave account shall be made only when authorized in the manner prescribed for the initial establishment of a suspended leave account.
- c. Any leave taken by an individual for whom there is a balance in the suspended leave account, shall be charged first to the individual's current year's annual leave accrual. In the event the annual leave taken in any one leave year exceeds the current year's accrual, the difference shall be charged to his suspended leave account, providing the suspended leave account has not lapsed pursuant to the provisions of paragraph 2.a. above.
- d. At the end of each leave year the conventional computation shall be made to determine the individual's maximum annual leave carry over, exclusive of the leave in the suspended leave account. To the maximum carry over so computed shall be added the balance of leave in his suspended leave account and the result thus obtained shall be the individual's annual leave carry over into the new leave year.

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- e. When an individual with suspended leave accumulations to his credit transfers from one payrolling office to another the leave record transferred to the other payrolling office shall reflect his legal maximum leave balance (exclusive of the balance in his suspended leave account) plus (1) the amount of leave in his suspended leave account and (2) the date on which the suspended leave account will lapse if the suspended leave is not used before that date.
- f. In the event an individual with suspended leave accumulations to his credit is transferred from a payrolling office in the Finance Division to the payrolling office in the Fiscal Division, the Finance Division will request written instructions from the area division concerned, with the concurrence of the Office of Personnel, the Office of the General Counsel, and any other appropriate organizational components as to the disposition to be made of the suspended leave accumulation to the credit of the individual.
- g. Notwithstanding the provisions of regulation applicable to lump sum payments for annual leave, payment for any leave in an individual's suspended annual leave account will be made in a lump sum in the event of his separation from the Agency.

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